



New Resident Information

Welcome to the Village of Cassopolis! We are thrilled that you have chosen to call Cassopolis home and we are sure you will find that it is indeed a friendly lakeside community.

The Cassopolis Municipal Complex is located at 121 N. Disbrow. It encompasses all of our departments (Administration, Public Safety, and Public Works) and is open to the public Monday-Friday 8am-5pm. Our police department has at least one officer on duty at all times. Our department of public works responds to water and sewer emergencies 24/7.

Admin Phone: 269-445-8648 **Website:** www.cassopolis-mi.us **Facebook:** Cassopolis, Michigan (@Cassoplis)
Police Phone: 269-445-8100 **Dispatch & After-Hours Water/Sewer Emergency Phone:** 269-445-1560

Village Staff

Emilie LaGrow - Manager – manager@cassopolis-mi.us

Tonia Betty – Clerk – clerk@cassopolis-mi.us

Jackie Collins – Treasurer & Utility Billing – jcollins@cassopolis-mi.us

Ben Anderson – Public Works Superintendent – banderson@cassopolis-mi.us

– Chief of Police – chief@cassopolis-mi.us

Village Provided Utility Services

- Paying your utility bill
 - Pay at the Municipal Complex
 - Cash, check, and card accepted. Card payments have a 3% processing fee from the card processing company. We cannot accept card payments over the phone.
 - There is a drop box in the entry of the Municipal Complex which is accessible 24/7.
 - Mail
 - You can mail a check or money order to the municipal complex. Make sure you indicate which account it is for.
 - ACH Automatic Withdrawal
 - You can sign up for ACH automatic withdrawal which will automatically withdraw your amount due on the due date. It is completely free. Call us or stop in for a sign-up form.
 - Pay Online
 - Visit www.cassopolis-mi.us > Services > Water & Sewer > Online Payment Options > Get Started
 - There is a fee from the web payment servicer.
- Water/Sewer
 - Billing cycle is roughly the 15th-15th of each month. Statements are generally sent out around the 20th of each month.
 - Billing is based on usage. For reference, the utility bill for 4,000 gallons of water & sewer + trash is \$100.71.
- Trash & Recycling
 - Services are provided by Michiana Recycling & Disposal. The Village contracts Michiana to provide this service for all Village residential homes. Their phone number is 269-684-0900 and their website is www.michianarecyclinganddisposal.com.
 - Trash and recycling services are \$16.39 per month for one trash cart. Additional trash carts can be requested for an additional \$5.30 per month. These costs are included in your village utility bill.
 - Trash pickup is on Monday mornings. Trash carts should be rolled out to the curb Sunday evening and should not be left at the curb after the trash has been collected.

- Michiana offers free recycling with their yellow bags. Yellow bags can be picked up at the Municipal Complex or requested from Michiana. Please visit their website or call for more information and recycling guidelines.
- Large item pick up is on the last Monday of each month. Michiana will pick up one large item that doesn't fit in the trash cart but it must be small/light enough for two people to easily lift it. If you are not sure if an item qualifies, please call Michiana to confirm before leaving it on the curb.

Taxes

- Most residents in the village are also residents of LaGrange Township. In this case you will receive 3 tax bills per year, 2 from LaGrange Township and 1 from the Village of Cassopolis.
 - LaGrange Township Taxes
 - Township taxes are sent out twice per year. Please contact your township treasurer with any questions. The current treasurer is Naomi Criswell – 269-445-3590.
 - Village of Cassopolis Taxes
 - Village taxes are sent out in the summer and are due in September of each year. You can mail in a check or pay in person with cash, check, or card. There is a 3% fee for debit or credit card payments from the card processing company. Payments are not available online and we do not accept payments over the phone.

Gas/Electric/Internet

- These utilities are not provided by or associated with the Village of Cassopolis.
 - **Electric:** Indiana Michigan Power (877-237-2886) and Midwest Energy Cooperative (269-445-1000) both service this area.
 - **Gas:** SEMCO (269-624-2019) services this area.
 - **Internet:** Xfinity and Frontier both service this area.

Elections & Voting

- Voter registration and elections are administered by your township. For LaGrange Township please contact their Clerk, Karrie Bruens, at 269-445-3587.

Brush/Yard Waste/Leaves

- Brush & Yard Waste – The Department of Public works will pick up yard waste and brush in the spring, summer, and fall months. Yard waste must be in a brown lawn bag and brush must be in small manageable piles.
- Leaves – DPW will pick up leaf piles with a leaf vacuum in the fall months. Leaf piles should be in long, low rows on the tree lawn. Do not put leaves in the streets as they will block storm water drains.

Village Council Meetings

- Held on the 2nd and 4th Monday of each month at 6:30pm. Meetings open to the public and are held in Council Chambers in the Municipal Complex.